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# MANAGEMENT COUNCIL NEWSLETTER

U. S. Department of Agriculture

A summary of significant events of  
interest to USDA management

PL 7-99

Issue #105  
June 1980

## MERIT PAY AND PERFORMANCE APPRAISAL.....~~RECORDS~~

- Merit Pay Regulations - On June 5, the Office of Personnel Management notified the Department that they have approved our merit pay regulations. OPM also advised us verbally that this was the first unconditional approval they have given to any Department. (Contact: Bill Riley, OP, ext. 76905)
- Performance Appraisal Training - Agencies have been reminded that all GS-13s, 14s and 15s who have been identified as management officials and/or supervisors must have performance standards in place by October 1, 1980. Contact: Bill Riley, OP, ext. 76905)
- Merit Pay and Performance Overview - O&F has held two overview training sessions on performance appraisals and merit pay for GS-13s, 14s and 15s and their supervisors in agencies serviced by O&F. These 3 1/2 hour sessions covered what changes merit pay employees could expect, how the merit pay process will work, what performance standards are and how to write them, and the relationship of performance standards to merit pay. In addition to these two sessions, O&F is meeting individually with agencies to assist them with development of performance standards that must be in place by October 1, 1980. (Contact: Fay Landers, O&F, ext. 77299)

SENIOR EXECUTIVE SERVICE CANDIDATE DEVELOPMENT PROGRAM..... Three potential SES candidates have been processed through the Customized Assessment Process II and will be evaluated by the Secretary's Executive Resources Board. Two of the three will be selected for the program and after training will serve a probationary period of one year. (Contact: Tom Gill, OP, ext. 73285)

PAPER RECYCLING PROGRAM..... A pilot project to determine the cost effectiveness of a program to collect high grade white waste paper has been completed in O&F. This project was implemented as a result of the recycling concept developed by the Environmental Protection Agency which now carries a Congressional mandate.

Evaluation of this program was based on actual experience within O&F and considered all costs associated with the program. The participants in the pilot project responded favorably in a questionnaire completed at the end of the project. Most significantly, they reported no loss in productivity.

Savings for the first five years of this program are projected \$300,000 for the USDA Washington complex. Further plans are being developed. (Contact: Joan Johnson, O&F, ext. 73141)

FY 1980 DEADLINES FOR MATERIAL SUBMITTED TO GPA.....GPA has established a schedule for submitting materials to be paid from FY 1980 funds. Adherence to this schedule will insure an orderly flow of manuscripts for job printing for the balance of the fiscal year. Deadlines are as follows:

- Publications work: as early as possible in the 4th quarter
- Manuscripts submitted for preview: July 11
- Manuscripts requiring a large number of illustrations and extensive review: August 1
- Publication reprint orders: August 22
- Completed camera copy of manuscripts previously reviewed: August 29
- Job printing: September 5
- Design art conference for:
  - . Major projects: August 11
  - . Cover art and poster design: August 25
  - . Charts, graphs and revisions to previously prepared camera art: September 2
- Design and fabrication of exhibit projects: August 1

(Contact: Al Cauley, ext. 73117)

OSDBU TRAINING SEMINAR.....On June 3, the OSDBU staff conducted a four hour small and disadvantaged business seminar for OSDBU Coordinators assigned to Headquarter activities. Participation, both attendance and discussion, was excellent. Major subjects discussed included problems encountered in implementing Public Law, 95-507, calculation of goals, subcontracting plan requirements, new SBA small business size proposal, new Contract Disputes Act, new contract clauses for subcontracting with women-owned businesses. OSDBU will conduct a minimum of one seminar per quarter to insure that coordinators clearly understand their areas of responsibility. The OSDBU staff is available to assist agency personnel in the above areas. (Contact: Mel Moore, OSDBU, ext. 77117)

ALERTS ON UNSAFE/UNHEALTHFUL WORKING CONDITIONS.....Two Alerts on potentially unsafe/unhealthful working conditions have recently been sent to agency Safety and Health Managers for distribution to field personnel. One Alert issued on the recommendation of Forest Service Range Management deals with hazards to people and property from catalytic converters. The second resulting from an investigation of a laboratory fire deals with fire-related hazards from drying ovens. (Contact: Phillip Mueller, OSHM, 472-2320)

EMPLOYEE ASSISTANCE PROGRAM WORKSHOPS.....A questionnaire designed to determine what types of workshops employees are interested in concerning the Employee Assistance Program has been developed and sent to all employees in the Washington complex. Responses will be tabulated in August and workshops for this Program will be given in the fall. (Contact: Phillip Mueller, OSHM, 472-2320)

OEO CIVIL RIGHTS REVIEWS.....OEO is now conducting an across-the-board review of USDA program services in Plaquemines Parish, Louisiana. The purpose of the review is to assess compliance with Title VI of the Civil Rights Act and USDA regulations implementing this Act. In addition to this county, two other counties will be reviewed and a report will be issued to the program agencies involved on completion. (Contact: James Hood, OEO, ext. 77327)

PRODUCTIVITY RESOURCES.....The Office of Personnel Management Productivity Resource Center is planning to publish a directory of Federal organizations responsible for improving productivity.

To assist OPM in this project, we would like your help in listing all organizational units responsible for the measurement, research, program development, evaluation, information dissemination, policy and promotion of improved productivity.

If your unit should be listed in this directory, please complete the form on the following page and submit it, through your Deputy for Management, or counterpart, to the Management Staff. (Contact: Ken Hatch, MS, ext. 79895)

FEDERAL PRODUCTIVITY RESOURCE INFORMATION QUESTIONNAIRE

Please return to Management Staff, Room 147-E

Unit Name \_\_\_\_\_

Agency \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Contact Person \_\_\_\_\_ Tel No. \_\_\_\_\_

Purpose of unit

Program Activities

Specific Competencies

Publications/AV materials